

# UNCLASSIFIED

Contract No. S-AQMPD-07-C0054  
Local Guard Services Kabul, Afghanistan

## EXHIBIT R

### CHECKLIST FOR COR APPROVAL PACKETS

The Contractor shall use this checklist as the cover page of each packet submitted by the Contractor for each of its employees or subcontractors who staff positions listed in Exhibit A (i.e., not overhead positions). The packet shall contain supporting documentation showing that the employee has met all of the contract requirements.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

SECTION	REQUIREMENT	SUPPORTING DOC	DATE MET	Mark with a ✓ or an X
<b>HEALTH</b>				
	Physical exam conducted by Contractor, attesting to employee's physical fitness, lack of communicable disease, and binocular vision (correctable to 20/30)	physician's certificate & immunization record		
	Drug screening performed by Contractor	letter confirming negative test results		
<b>BACKGROUND CHECKS</b>				
	Police check conducted by Contractor*			
	Credit check conducted by Contractor*			
	Successful employment during past three years	list of employers and/or DD214		
	Recommendations from supervisors	letters or record of reference checks		
	Driving record showing no significant traffic violations or accidents over the past five years (if driving required for position)*	DMV or ministry record		
<b>VETTING, CLEARANCES, &amp; MODERATE-RISK PUBLIC TRUST DETERMINATIONS</b>				
	Approval of resume received from DS/IP/OPO by Contractor	approval e-mail		
	Application forms submitted by Contractor to DS/IS/IND	e-mail confirmation of receipt		
<b>TRAINING</b>				
	Eighty (80) hours of basic training provided by Contractor	basic course certificate, class roster, CPR certificate,		

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		dog training records		
	Forty (40) hours of firearm training provided	certificate or firing table with score		
Exhibit G		_____		
	GEMS training provided by Contractor	certificate		
	Forty (40) hours of supervisory training (if position is supervisory)	certificate		
	Training certification card issued by Contractor	copy of card		
<b>MISCELLANEOUS</b>				
	General and Post Orders provided by Contractor in both English and the guard's native language	exam score		
	English language proficiency at the level specified in Exhibit A	test results		
	Bachelor's Degree (for positions with this requirement)	copy of college diploma or certified transcript		
	Uniforms and personal security equipment issued by Contractor			
	DBA insurance provided by Contractor			

\*Exhibit R is an example of the requirements for a guard. The USG will provide a similar coversheet for each labor category at the post award conference. (See Section F.6)

\*\*This requirement should be met to the extent permitted by the law of the requirement for employee/subcontractor's country of origin or residence. If the requirement cannot be met due to legal constraints, the Contractor shall certify it in a letter.

\*\*\* Exhibit R with support documents shall be provided in electronic format to DS/IP/OPO as well as hardcopy and support documents provided to the Regional Security Officer in accordance with the schedule in Section F.6 Deliverables.

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